UNITED
NATIONS

ST

Secretariat

ST/CS/SER.A/35
24 January 1992

EDITORIAL DIRECTIVE

Prepared by Documents Control at the request of the Chief Editor

Subject: IMPLEMENTATION OF PARAGRAPH 25 OF GENERAL ASSEMBLY RESOLUTION 46/190

1. By paragraph 25 of resolution 46/190 of 20 December 1991, on the pattern of conferences, the General Assembly "requests the Secretary-General and the executive heads of United Nations programmes and funds and secretariats of United Nations organs to ensure that each official document carries on its front page and in an appropriate manner the dates concerning the following stages of the documentation process: (a) issuance by the substantive department; (b) completion of the translation into the specific language; (c) printing; (d) issuance".

2. The information requested by the General Assembly will be provided as follows:

(a) Date of issuance by the substantive department: this date is the actual date of the document, as it appears in the top-right corner of the front page, immediately below the symbol; 1/

(b) Date of completion of translation into the specific language: two dates will be typed by the word-processing units at the bottom of the front page indicating (i) the actual date of completion of translation and (ii) the actual date of completion of word-processing;

(c) Date of printing: a third date will be stamped by the Reproduction Section before printing indicating the expected date of completion of reproduction;

(d) Date of issuance: this date is the date of the particular issue of the Daily List of Documents Issued in which the document in question is listed.

3. The dates of completion of translation, word-processing and reproduction will be indicated by means of six digits showing the day, the month and the year; for example, "010292" will mean "1 February 1992". Documents not

requiring translation will carry only two dates at the bottom of the front page (completion of word-processing and completion of reproduction) and documents submitted by the substantive department ready for reproduction will carry only one date (completion of reproduction).

4. The procedures spelled out in the present directive will be implemented as of 1 February 1992.

Notes

1/ In accordance with current practice, this date is the date on which the document is submitted to the Documents Control Section. The current practice will remain in force and, for the purpose of paragraph 25 of resolution 46/190, this date will be understood to be the date of issuance of the document by the substantive department.